

POSITION DESCRIPTION

TITLE:	Assistant Cook – Secondary Building Kitchen	SUPERVISOR:	Kitchen Manager (Unit or Production)
DEPARTMENT:	Food and Nutrition Department	CLASSIFICATION:	Food and Nutrition Bargaining Unit

I. Accountability Objectives:

The Assistant Cook demonstrates professional behavior and promotes positive relations with students, parents, staff and others to build customer support for the school food service program. The Assistant Cook in a secondary kitchen may be responsible for one or more of the following duties: food preparation, set-up and restocking the serving line, and clean up. In a production kitchen, the Assistant Cook may also assist in the preparing, counting, packaging, and labeling of foods to be sent to the satellite kitchens. The Assistant Cook maintains a high level of personal hygiene, follows Hazard Analysis Critical Control Points (HACCP) and other sanitation principles in food handling, and follows directions for safe equipment use. The Assistant Cook practices proper food preparation, food holding, display/marketing techniques that assure high quality products and customer satisfaction. Standardized recipes and portion control utensils are used to control food waste and assure consistent quality. A clean and safe work environment is maintained and food safety assured.

II. Position Characteristics:

Salary: Hourly, on schedule
Length of Contract: 20 to 70 hours per pay period

III. Position Relationships:

Reports to: Kitchen Manager (Unit or Production)

IV. Position Qualifications:

A. Required Qualifications:

1. High school diploma or equivalent.
2. Basic mathematics, communication, and computer skills.
3. Food preparation experience.
4. Prior ServSafe Certification and/or current Wisconsin Food Manager Certification, or completed during probation.
5. Must successfully pass a physical examination that will require lifting 48 pounds, carrying 48 pounds, and pushing and pulling 35 pounds of force.

B. Special Requirements of the Position:

1. Ability to plan and organize workload.
2. Ability to work independently with minimal supervision.
3. Ability to communicate effectively with students, parents, teachers, principals, and co-workers.
4. Ability to apply the principles of quantity food production and food safety.
5. Ability to accurately weigh or measure food ingredients.
6. Ability to accurately count, record, and maintain inventory, HACCP, and food production records.
7. Ability to operate ECASD food service software program.

C. Environmental/Physical Requirements:

1. Ability to lift up to 48 pounds, carry up to 48 pounds, and push/pull up to 35 pounds of force.
2. Ability to stand and walk on hard surfaces.
3. Ability to adapt to changes in room temperatures.
4. Ability to work in the presence of loud background noise.

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V. Position Responsibilities:

- A. Follows production schedule for quantities of food to be prepared. Follows standardized recipes. Uses portion control techniques to meet the United States Department of Agriculture (USDA) requirements. Completes production records or inventory as directed. Uses records to forecast future needs and minimize waste.
- B. Utilizes work simplification techniques for effective use of time. Completes work assignments in a timely manner.
- C. Follows standards of food safety in preparing, serving, and storing food. Records food temperatures upon receipt of food as well as when prepared and/or served. Takes corrective action as necessary. Foods are held either below 41 F or above 135 F. Follows HACCP protocol.
- D. Uses batch food production procedures and prepares the correct amount of food to serve students each day.
- E. Maintains high standards of food quality and appearance. Utilizes cooking methods to preserve the nutrient content. Batch cooking is used to avoid long holding times for food items. Arranges food attractively in serving containers. Effectively uses point of service marketing materials.
- F. Follows work schedule established by the Kitchen Manager. Performs assigned food preparation, serving line set-up, and/or cleaning tasks.
- G. Maintains a clean and sanitary workstation. Establishes a schedule and follows standard procedures for cleaning equipment, utensils, and work area. Follows procedures to maintain effective insect and rodent control.
- H. Controls food and supply inventory, including completing physical inventory as required and dating and rotating stock. Dates and labels all food for storage. Follows first in, first out procedures to assure rotation of stock.
- I. Maintains high standards of personal hygiene. Follows hand washing protocol. Practices standards of dress, including shirts with sleeves, closed toe shoes, hair restraint, apron, and wearing single use gloves, when handling food. Complies with Wisconsin Food Code and HACCP protocol.
- J. Operates all equipment according to manufacturer's directions with emphasis given to safety guidelines. Notifies Kitchen Manager of any malfunction, damage, or loss of equipment. Checks hot holding equipment, steamers, ovens and microwaves to make sure equipment is empty before turning on. Ensures hot holding equipment, steamers, ovens, and microwaves are empty and turned off before leaving for the day.
- K. Demonstrates knowledge of actions to take in case of a fire or disaster. Knows location and use of fire extinguisher.
- L. Self-administers basic kitchen first aid. Reports all accidents to Kitchen Manager and completes ECASD Employee Incident Report Form.
- M. Attends job related training classes and workshops. Applies knowledge and/or skills obtained in performing job.
- N. Practices energy conservation techniques.
- O. Performs all other duties as assigned.

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